

Word Modules 1-9

Objectives and Self-Assessments

Module 1 Objectives

By the end of Module 1, a student will be able to use a few keyboard shortcuts, understand Word's opening screen elements, move toolbars, use the mouse to access shortcut menus and understand Words different document views.

Module 1 Self-Assessment

1.) Multiple Choice:

Q.) The **End** key is a:

- ☐ A. Function key
- ☐ B. Typewriter key
- ☒ C. Navigation key
- ☐ D. None of the above

2.) Multiple Choice:

Q.) The Ctrl, Alt and Shift keys are called:

- ☐ A. Short cut keys
- ☒ B. Conjunction keys
- ☐ C. Navigation keys
- ☐ D. All of the above





3.) Multiple Choice:

Q.) The right-mouse button is used to:

- ☐ A. Select icons
- ☐ B. Select text
- ☒ C. Display shortcut menus
- ☐ D. All of the above

4.) Multiple Choice:

Q.) Clicking on what toolbar button enables you to view non-printing characters?

- ☐ A. 
- ☐ B. 
- ☒ C. 
- ☐ D. 

5.) Multiple Choice:

Q.) To reset font formatting (remove bold and underline, etc.) press:

- ☐ A. Shift F3
- ☐ B. Ctrl q
- ☒ C. Ctrl spacebar
- ☐ D. Ctrl f





6.) Multiple Choice:

Q.) On the ruler, the _____ controls the left indent for only the first line of a paragraph.

- ☐ A. First-line and left indent marker
- ☐ B. Hanging indent marker
- ☐ C. Left indent marker
- ☒ D. First-line indent marker





7.) Multiple Choice:

Q.) Which of the following buttons is a right-align tab stop?

- ☐ A. 
- ☐ B. 
- ☐ C. 
- ☒ D. 

8.) Multiple Choice:

Q.) What toolbar button will increase the left indent for the active/selected paragraph?

- ☐ A. 
- ☒ B. 
- ☐ C. 
- ☐ D. 





9.) Multiple Choice:

Q.) Which of the following views displays the actual piece of paper?

- ☐ A. Normal view
- ☐ B. Outline view
- ☐ C. Web layout view
- ☒ D. Print layout view

10.) Multiple Choice:

Q.) Which button allows text editing in Print Preview?

- ☐ A. 
- ☒ B. 
- ☐ C. 
- ☐ D. 

Module 2 Objectives

By the end of Module 2, a student will be able to select text, restore accidentally deleted text, create and save a document. The student will also be able to use the Copy and Paste features to copy or move text from one location to another.

Module 2 Self-Assessment

1.) Multiple Choice:

Q.) To navigate through your document without moving the insertion point, _____.

- ☐ A. press Ctrl, Home
- ☐ B. press the Page Up or Page Down keys
- ☒ C. **click on the scroll bar**
- ☐ D. press the arrow keys

2.) Multiple Choice:

Q.) Which is not an option for accessing the Go To feature?

- ☐ A. Edit, Go To
- ☐ B. Ctrl, g
- ☐ C. F5
- ☒ D. **F7**

3.) Multiple Choice:

Q.) When your mouse pointer is a right-pointing arrow in the selection bar and you drag up or down, you are _____:

- ☐ A. selecting the entire document
- ☒ B. **selecting multiple lines of text**
- ☐ C. selecting paragraphs
- ☐ D. selecting sentences

4.) Multiple Choice:

Q.) When selecting text, which two keys are used in addition to the navigation keys or mouse?

- ☐ A. Ctrl key
- ☐ B. Alt key
- ☒ C. **Shift key**
- ☐ D. Spacebar

5.) Multiple Choice:

Q.) What is the Clipboard?

- ☒ A. **A temporary storage area for cut or copied text or graphics.**
- ☐ B. A gallery of images from which you can copy art.
- ☐ C. Another name for Drag-and-Drop editing.
- ☐ D. A gallery of text formats used in your documents.

6.) Multiple Choice:

Q.) When saving a file, 99% of the time you should use, _____.

- ☐ A. Save As
- ☒ B. **Save**
- ☐ C. Save All
- ☐ D. Save as Web Page

7.) Multiple Choice:

Q.) Which shortcut menu item is not available from a file name in the Open window?

- ☐ A. Print
- ☐ B. Cut
- ☐ C. Copy
- ☒ D. **Edit**

8.) Multiple Choice:

Q.) How many items can the Office Clipboard Toolbar hold?

- ☐ A. 1
- ☐ B. 5
- ☐ C. 9
- ☒ D. **12**

9.) Multiple Choice:

Q.) Which view must you be in to use the Click And Type feature?

- ☐ A. Web Layout view
- ☐ B. Normal view
- ☐ C. Outline view
- ☒ D. **Print Layout view**

10.) Multiple Choice:

Q.) To repeat a function or the last thing you did, _____.

- ☐ A. press the Ctrl, c
- ☒ B. **press F4 or Ctrl, y**
- ☐ C. press F9
- ☐ D. press F5

Module 3 Objectives

At the end of Module 3, a student will be able to modify text and apply font and paragraph formats to text, use Format Painter to copy formats to other text and use the Spelling and Grammar features of Word. The student will also be able to set Page Setup options, which control document margins, paper size, print trays and position of text on the page.

Module 3 Self-Assessment

1.) True or False:

Q.) When applying font formats to a single word, you must select the word first.

☐ True

☒ **False**

2.) True or False:

Q.) When applying paragraph formats you must select all of the text in the paragraph?

☐ True

☒ **False**

3.) Multiple Choice:

Q.) Which font format cannot be applied from the formatting toolbar?

☐ A. bold

☐ B. underlining

☐ C. font color

☒ **D. underline color**

4.) Multiple Choice:

Q.) Which keyboard shortcut resets paragraph formats back to the assigned style?

☐ A. Ctrl, p

☐ B. Alt, p

☒ **C. Ctrl, q**

☐ D. Alt, q

5.) Multiple Choice:

Q.) When the last line of a justified paragraph is short, _____.

☐ A. it will be centered between the margins

☐ B. you cannot use the Justify alignment setting

☒ **C. it will not be stretched out between the margins**

☐ D. the line will be stretched out between margins





6.) Multiple Choice:

Q.) Which keyboard shortcut resets font formats back to the assigned style?

- ☐ A. Ctrl, p
- ☒ B. **Ctrl, spacebar**
- ☐ C. Ctrl, q
- ☐ D. Alt, q

7.) Multiple Choice:

Q.) Which button will turn on Format Painter?

- ☐ A. 
- ☒ B. 
- ☐ C. 
- ☐ D. 

8.) Multiple Choice:

Q.) What happens if you double-click Format Painter?

- ☒ A. **format painter stays on until it is cancelled**
- ☐ B. it will copy the formatting twice
- ☐ C. nothing
- ☐ D. it will extend the formatting a character at a time

9.) True or False:

Q.) The Custom Dictionary file, can be modified.

- ☒ A. **True**
- ☐ B. False

10.) Multiple Choice:

Q.) To access the Synonym feature, _____.

- ☐ A. choose Tools, Options
- ☒ B. **right-click a word**
- ☐ C. choose Format, Font
- ☐ D. choose Tools, Language

Module 4 Objectives

By the end of Module 4, a student will be able to create a new document based on a Wizard or a Template and to create new templates. The student will also be able to control the flow of text using line breaks, page breaks, section breaks, newspaper style columns and paragraph formats. Lastly, the student will be able to insert symbols and special characters.

Module 4 Self-Assessment

1.) Multiple Choice:

Q.) The **best** way to create a new document based on a template or Wizard is to:

- ☐ A. open the template file (File, Open)
- ☒ B. create a new document based on a template (File, New)
- ☐ C. copy the template file into a new document (Edit, Copy)
- ☐ D. open the template and perform a Save As (File, Save As)

2.) Multiple Choice:

Q.) Which method cannot be used to create a new template:

- ☐ A. convert an existing document into a template
- ☐ B. File, New, Template
- ☐ C. save an existing template with a new name
- ☒ D. tools, options, file locations, workgroup templates

3.) Multiple Choice:

Q.) Which keyboard shortcut keys will insert a page break?

- ☐ A. Ctrl, Page Down
- ☒ B. Ctrl, Enter
- ☐ C. Alt, Enter
- ☐ D. Alt, End

4.) Multiple Choice:

Q.) To display text in multiple columns side-by-side on the screen, you must use _____.

- ☐ A. Columns view
- ☐ B. Normal view
- ☒ C. Print Preview or Print Layout view
- ☐ D. Outline view

5.) Multiple Choice:

Q.) Which Line and Page break format should be used instead of a Hard Page break to keep a Title with it's following paragraph on the following page?

- ☐ A. Widow/Orphan control
- ☐ B. Keep lines together
- ☒ C. Keep with next
- ☐ D. Page break before

6.) Multiple Choice:

Q.) To modify the formats of an entire section, which main menu do you choose?

- ☒ A. **File**
- ☐ B. Edit
- ☐ C. View
- ☐ D. Format

7.) Multiple Choice:

Q.) The smallest size for any scalable font is _____.

- ☒ A. **1**
- ☐ B. 3
- ☐ C. 6
- ☐ D. 8

8.) Multiple Choice:

Q.) The keyboard method to create a Non-breaking space is _____.

- ☐ A. Ctrl, spacebar
- ☒ B. **Ctrl, Shift, spacebar**
- ☐ C. Alt, spacebar
- ☐ D. Alt, Shift, spacebar





9.) Multiple Choice:

Q.) Which view must be active to use the Click and Type feature?

- ☐ A. Print preview
- ☒ B. **Print Layout view**
- ☐ C. Web Layout view
- ☐ D. Outline view

10.) Multiple Choice:

Q.) Which symbol is not displayed on the mouse pointer with Click and Type?

- ☐ A. 
- ☐ B. 
- ☐ C. 
- ☒ D. 

Module 5 Objectives

By the end of Module 5, a student will be able to insert fields such as date and time, filename and path and other document related fields. The student will also be able to change case of existing text, use the Bullets and Numbering, AutoCorrect, AutoFormat, and AutoText features. This module ends with finding and replacing text and/or formatting.

Module 5 Self-Assessment

1.) Multiple Choice:

Q.) Which is not an option to update a field?

- ☐ A. Press F9
- ☐ B. Choose Update Field from the shortcut menu
- ☐ C. Insert, field again
- ☒ D. Press F1

2.) Multiple Choice:

Q.) To indicate a field in the document, Word will _____ the field.

- ☐ A. underline
- ☐ B. bold
- ☒ C. shade
- ☐ D. italicize

3.) Multiple Choice:

Q.) To change the case of text, _____:

- ☐ A. select Format, Change Case
- ☐ B. press Shift F3
- ☐ C. retype the word
- ☒ D. All of the above

4.) Multiple Choice:

Q.) Which option will not turn off Bullets and Numbering in a new paragraph?

- ☐ A. Press the backspace key
- ☒ B. Press the Enter key once
- ☐ C. Press the Enter key twice
- ☐ D. Click the Bullets and Numbering toolbar button

5.) Multiple Choice:

Q.) Click the _____ button on the Bullets and Numbering window to set the number alignment (left, center, right).

- ☐ A. Modify
- ☐ B. Reset
- ☒ C. Customize
- ☐ D. Edit

6.) Multiple Choice:

Q.) In the Outline Numbering command, press _____ key(s) to advance to the next outline level.

- ☐ A. Enter
- ☒ B. Tab
- ☐ C. Shift+Tab
- ☐ D. Ctrl+Enter

7.) Multiple Choice:

Q.) AutoCorrect will _____ as you type?

- ☐ A. automatically capitalize first letter of sentences
- ☐ B. correct accidental usage of caps lock
- ☐ C. replace specific characters with words or phrases that are long or difficult to type
- ☒ D. all of the above

8.) Multiple Choice:

Q.) Which is not an “AutoFormat As you Type” feature?

- ☐ A. Ordinals (1st, 2nd and 3rd)
- ☐ B. Hyperlinks
- ☒ C. Non-Breaking space
- ☐ D. Borders

9.) Multiple Choice:

Q.) Where is AutoText **not** found?

- ☐ A. Insert menu
- ☒ B. Format menu
- ☐ C. Header/Footer toolbar
- ☐ D. Tools, AutoCorrect

10.) Multiple Choice:

Q.) Which option is not available from the Find command?

- ☒ A. find borders
- ☐ B. find styles
- ☐ C. find font formats
- ☐ D. find white space

Module 6 Objectives

At the end of Module 6, a student will be able to create and manage a table—change column widths, row heights, apply formats, etc. The student will also use the Borders and Shading format features with tables and paragraphs. The student will also be able to use the built-in styles to format text and create a Table of Contents based on the built-in Heading styles. Lastly the student will customize the toolbars and change/set word default options.

Module 6 Self-Assessment

1.) Multiple Choice:

Q.) Which of the following commands will convert existing text to a Word table?

- ☐ A. Table, Table AutoFormat
- ☐ B. Table, Insert Table
- ☒ C. Table, Convert, Text to Table
- ☐ D. None of these

2.) Multiple Choice:

Q.) To move one cell to the left in a Word table, press _____.

- ☐ A. Shift, Enter
- ☒ B. Shift, Tab
- ☐ C. Ctrl, Tab
- ☐ D. Shift, Ctrl





3.) Multiple Choice:

Q.) To move an entire row up or down, press _____.

- ☐ A. Ctrl, Shift Up/Down arrow
- ☒ B. Alt, Shift Up/Down arrow
- ☐ C. Ctrl, Page Up/Page Down key
- ☐ D. Alt, Page Up/Page Down key

4.) Multiple Choice:

Q.) Which button on the Tables and Borders toolbar applies shading?

- ☐ A. 
- ☐ B. 
- ☒ C. 
- ☐ D. 

5.) Multiple Choice:

Q.) This button , on the Tables and Borders toolbar, is the _____ button.

- ☐ A. Font format
- ☒ B. AutoSum
- ☐ C. End Table
- ☐ D. add Excel object

6.) True or False:

Q.) To apply a border and shading to a word, you **must** select the word first?

- ☒ True
- ☐ False

7.) Multiple Choice:

Q.) Which statement is **not** true?

- ☐ A. Styles save time formatting any document
- ☐ B. Styles help ensure a consistent format
- ☐ C. Styles make design changes easy to incorporate
- ☒ D. Styles are difficult to use

8.) Multiple Choice:

Q.) AutoFormat _____.

- ☐ A. applies built-in Heading styles to titles
- ☐ B. applies “smart quotes”
- ☐ C. applies hyperlinks to e-mail and web address
- ☒ D. all of the above

9.) Multiple Choice:

Q.) To add a Table of Contents to your document, access the _____ menu.

- ☐ A. Format
- ☐ B. View
- ☒ C. Insert
- ☐ D. Tools





10.) Multiple Choice:

Q.) To update a Table of Contents automatically when printed, choose _____.

- ☐ A. Insert, Index and Tables
- ☒ B. Tools, Options, Print
- ☐ C. File, Page Setup
- ☐ D. Format, Frames

11.) Multiple Choice:

Q.) ?To add a new button to any toolbar, click the _____ button.

- ☐ A. 
- ☒ B. 
- ☐ C. 
- ☐ D. 

12.) Multiple Choice:

Q.) To reset a toolbar back to the original settings, choose _____.

- ☐ A. Tools, Options
- ☒ B. **Tools, Customize**
- ☐ C. View, Toolbars
- ☐ D. Edit, Toolbars

13.) Multiple Choice:

Q.) Field shading options are found under Tools, Options, _____.

- ☒ A. **View**
- ☐ B. Edit
- ☐ C. General
- ☐ D. Print

Module 7 Objectives

By the end of Module 7, a student will be able to create a Header and Footer, insert page numbers, create footnotes, mark text to be included in an index and compile an index. The student will also be able to sort text in paragraphs and tables.

Module 7 Self-Assessment

1.) Multiple Choice:

Q.) In Word, a header is _____:

- ☐ A. a Table of Contents
- ☒ B. the text that is printed in the top margin of the pages in a document
- ☐ C. another name for a document title
- ☐ D. the document identifier that appears in the title bar when a document is open





2.) Multiple Choice:

Q.) To display a different Header/Footer in a different “Chapter” of the document, you must place a _____ at the end of each Chapter:

- ☐ A. Page break
- ☐ B. Column break
- ☒ C. Section break
- ☐ D. Text box




3.) Multiple Choice:


Q.) Before making a change to a Header in Section 4 that you do not want to make in Section 3, click this button on the Header/Footer toolbar in Section 4 to turn off “Same as Previous”.

- ☐ A. 
- ☐ B. 
- ☐ C. 
- ☒ D. 

4.) Multiple Choice:

Q.) Which button on the Header/Footer toolbar would you click to set the “Different First Page” Header/Footer option.

- ☐ A. 
- ☒ B. 
- ☐ C. 

_____ D. 

5.) Multiple Choice:

Q.) The keyboard method to move between the Header and the Footer window is to press the

- _____ A. F5 key
_____ B. Ctrl, h or Ctrl, f
_____ **C. Up or Down arrow**
_____ D. Home or End key

6.) Multiple Choice:

Q.) Click this button  on the Header/Footer toolbar to _____.

- _____ A. change the page number from numbers to letters
_____ B. set the starting page number
_____ C. to include the Chapter number
_____ **D. all of the above**

7.) Multiple Choice:

Q.) What happens when you place the mouse pointer on a reference mark for a footnote?

- _____ **A. The contents of the footnote are displayed.**
_____ B. The mouse pointer changes to a hand.
_____ C. The number of the footnote is displayed.
_____ D. The footnote pane opens.

8.) Multiple Choice:

Q.) What happens when you double-click the reference mark for a footnote?

- _____ **A. The cursor moves to the footnote area at the bottom of the page.**
_____ B. The reference mark is deleted.
_____ C. The number of the footnote is displayed.
_____ D. Nothing happens.

9.) Multiple Choice:

Q.) Which of the following steps would you do first when creating an index?

- _____ A. Mark index subentries.
_____ **B. Mark main index entries.**
_____ C. Generate the index.
_____ D. Define the format of the index.

10.) Multiple Choice:

Q.) Sort is found on the _____ menu?

- _____ A. Format
_____ B. View
_____ C. Tools
_____ **D. Table**





Module 8 Objectives

By the end of Module 8, a student will be able to record a Macro. The student will also be able to create newspaper style columns and add a graphic in between the columns. The student will also be able to take “screen prints” and create graphics using the Drawing toolbar and create jazzy text effects using the WordArt feature. Lastly, the student will be able to create a watermark.

Module 8 Self-Assessment

1.) Multiple Choice:

Q.) The quickest way to Record a Macro is to double-click the _____ button on the status bar.

- ☒ A. 
- ☐ B. 
- ☐ C. 
- ☐ D. 





2.) Multiple Choice:

Q.) What type of action cannot be recorded in a macro?

- ☐ A. Creating headers and footers
- ☒ B. **Mouse movements**
- ☐ C. Closing toolbars
- ☐ D. Using the arrow keys

3.) Multiple Choice:

Q.) Which button on the Standard toolbar represents multiple column formatting?

- ☐ A. 
- ☒ B. 
- ☐ C. 
- ☐ D. 





4.) Multiple Choice:

Q.) Besides using the ruler, column widths can be adjusted from _____:

- ☐ A. Inset menu
- ☒ B. **Format menu**
- ☐ C. Tools menu
- ☐ D. Edit menu

5.) Multiple Choice:

Q.) Clicking on which Picture toolbar button enables you to control the text wrapping around a picture?

- ☐ A. 
- ☐ B. 
- ☐ C. 
- ☐ D. 

6.) Multiple Choice:

Q.) When sizing pictures, you should use the _____ sizing handle.

- ☐ A. Left
- ☐ B. Top
- ☒ C. **Corner**
- ☐ D. Right

7.) Multiple Choice:

Q.) To copy the *active* window screen shot to the Windows Clipboard, press the _____ key(s).


- ☐ A. PrtScn
- ☒ B. **Alt, PrtScn**
- ☐ C. Ctrl, PrtScn
- ☐ D. Shift, PrtScn

8.) Multiple Choice:

Q.) Double-clicking each of these  buttons on the Drawing toolbar will _____.

- ☐ A. allow you to draw the selected object
- ☒ B. **allow you to draw multiple objects for the selected tool**
- ☐ C. allow you to draw straight lines or arrow lines, perfect squares or perfect circles
- ☐ D. Right tab button

9.) Multiple Choice:

Q.) Holding down the Shift key while drawing each of these  objects will _____.

- ☐ A. copy the selected object
- ☐ B. allow you to draw multiple objects for the selected tool
- ☒ C. **allow you to draw straight lines or arrow lines, perfect squares or perfect circles**
- ☐ D. none of the above





10.) Multiple Choice:

Q.) To rotate or flip a clipart picture, the picture must be _____ into drawing objects?

- ☐ A. reset
- ☒ B. **ungrouped**
- ☐ C. unassembled
- ☐ D. selected

11.) Multiple Choice:

Q.) Which button on the drawing toolbar will add a WordArt object?

- ☐ A. 
- ☐ B. 
- ☒ C. 
- ☐ D. 

Module 9 Objectives

At the end of Module 9, a student will be able to create a mail merge main document and data (name and address) file. The student will also be able to create envelopes or mailing labels from this data file. Lastly, the student will be able to create a form to be filled out on-line using text fields, check boxes and drop down lists.

Module 9 Review:

1.) Multiple Choice:

Q.) Which of the following statements is **not** true when creating a data source?

- ☐ A. Field names can contain up to 55 characters
- ☒ B. **Field names must begin with a number (0-9)**
- ☐ C. Each field name must be unique
- ☐ D. Field names can contain spaces

2.) Multiple Choice:

Q.) Which of the following can be used as a data source for a Word mail merge?

- ☐ A. Excel spreadsheet
- ☐ B. Word table
- ☐ C. Access table
- ☒ D. **All of the above**

3.) Multiple Choice:

Q.) How is the result of mailing labels mail merge different from a form letter mail merge?

- ☒ A. **A mailing label merge merges all records on one sheet instead of individual Word documents.**
- ☐ B. You must merge one label at a time instead of several records at a time.
- ☐ C. Mailing label merges cannot be sorted but form letter merges can.
- ☐ D. There is no difference between the results.

4.) Multiple Choice

Q.) To create a page of mailing labels without Mail Merge, access Envelopes and Labels... from which main menu?

- ☐ A. Format
- ☒ B. **Tools**
- ☐ C. Table
- ☐ D. Insert

5.) Multiple Choice:

Q.) To activate form fields, you must _____.

- ☐ A. select the entire form and press F1
- ☐ B. save the template
- ☒ C. **protect the form before you save it**
- ☐ D. press Alt+F8





6.) Multiple Choice:

Q.) To turn on the forms toolbar, select the _____ menu option.

- ☐ A. Format, Forms
- ☒ B. **View, Toolbars**
- ☐ C. Tools, Toolbars
- ☐ D. none of the above

7.) Multiple Choice:

Q.) To add default text to the selected text field, click which button on the Forms toolbar?

- ☐ A. 
- ☒ B. 
- ☐ C. 
- ☐ D. 

8.) Multiple Choice:

Q.) To place a check in a check box, press the _____ key on the keyboard.

- ☐ A. Enter
- ☒ B. **Spacebar**
- ☐ C. F5
- ☐ D. F2

9.) Multiple Choice:

Q.) The keyboard method to “drop-down” a menu is to press the _____ key.

- ☐ A. F7
- ☒ B. **F4**
- ☐ C. F3
- ☐ D. F2

10.) Multiple Choice:

Q.) To spell check a “filled-in” form, you must _____.

- ☐ A. Save the file
- ☒ B. **unprotect the document**
- ☐ C. Save As a text file first
- ☐ D. none of the above